

Sandy City
Approved Position Specifications

I.	<u>Position Title:</u> Code Enforcement Team Leader	<u>Revision:</u>	09/01
		<u>EEO Code:</u>	Professional
		<u>Status</u>	Non-exempt

II Summary Statement of Overall Purpose/ Goal of Position

Under direction of the Chief Building Official performs complex technical duties in the enforcement of zoning codes through administration , coordination , inspection and supervision of code enforcement inspectors to ensure compliance with planning, zoning and development codes.

III Essential Duties

- Coordinates enforcement efforts on a city wide basis involving representatives from the Fire Department, Police Department, Building Inspections, Community Development, Attorney's Office, Business Licensing, City County Board of Health, the courts and other applicable departments and agencies.
- Establishes and reviews proper record keeping, documentation, exhibits, and evidence for the code enforcement program. Screens information with City Attorney's Office for the issuance of citations and court coordination.
- Meets on a regular basis with various enforcement representatives to plan and review enforcement efforts to establish a coordinated and prioritized effort to resolve code violations.
- Works with the various enforcement representatives to establish and follow approved guidelines relating to code enforcement.
- Supervises the Code Enforcement Officer to assure efforts support the code enforcement program.
- Assists the City Attorney's Office in preparing legal documents for filing with the courts.
- Work closely with the City Attorney's Office to screen potential cases which may require judicial action and establish criteria and procedures which will appropriately meet legal requirements.
- Responds to complaints regarding zoning and health code violations, discusses problem area with appropriate individuals, gathers data relating to violations and issues notice of violations and citations when necessary, delivers documents, and patrols city streets in search of violations.
- Researches plats and records to determine ownership of property. Maintains records of complaints and maintains a rotating file for follow-up on inspections and prosecution, appears as a witness in court as required.
- Administers the weed abatement program, solicits contractor bidding, contractor performance, prepares billing documents, prepares lien documentation and filings, develops and maintains weed control database.
- Performs related duties as assigned.

IV Marginal Duties

- Receive complaints from customers in person, by telephone and in writing and ensure that

complaints are properly investigated and resolved.

- Attends city council, planning commission, Board of Adjustment, community council, neighborhood or other meetings which may be at night or on weekends as directed by or in place of Chief Building Official.
- Monitor employee conduct, attitude, work ethic and performance and assist Chief Building Official in performance reviews.
- Assist Chief Building Official and Community Development Director in new employee hiring and exiting interviews.

V. Qualifications

Must have high school diploma or equivalent.

Must have a valid Utah Driver's License

Must pass criminal background check and be eligible to become a sworn zoning officer.

Must have a working knowledge of city zoning ordinances, city, county and state health codes; Basic knowledge of housing and building code, principles and practices of city planning; knowledge of personal computers.

Must have knowledge, skills and ability to prepare legal documentation in coordination with the City Attorney's Office.

Must have knowledge, skills and ability to establish and maintain effective working relationships with citizens and other city departments, other governmental entities, and to find appropriate solutions to problems; ability to communicate effectively verbally and in writing.

VI Working Conditions

A constant need for inspecting properties, site conditions, housing conditions and coordinating code enforcement efforts; involving physical exertion including climbing of ladders, scald folding and roof inspections etc. Verbal interaction and listening skills necessary to deal effectively with the public: extreme pressure and fatigue are present with this position due to daily exposure to almost always stressful situations; overtime ; supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This update job description supercedes prior descriptions fro the same position. Management reserves the right ti add or change duties at any time.

Dept/ Division Approved By_____Date_____

Personnel Dept. Approved By_____Date_____